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ABSTRACT

The community/adult and continuing education programs and services provided by the Des Moines Department of Community/Adult and Continuing Education were subjected to context, input, process, and program evaluations. The following were among the findings: (1) for the 1996-97 school year, the department had a budget of $1.2 million and an average of 300 part-time teachers and others responsible for delivering courses/programs; (2) all staff participated in technology staff development, program administrators participate in state/national community education conferences and professional development opportunities, and new part-time instructors received inservice training; (3) in the past year, 17,676 students of all ages attended classes, seminars, workshops, and recreational programs offered by the department at school and community locations; (4) participants in the department's adult education classes expressed high levels of satisfaction with their courses and instructors; and (5) the department provided career education programs for women and inmates of correctional institutions, a parent education program for parents of destructive adolescents, and summer radio programming for children. (Appended are the following: summer enrollment table; class offerings for fall 1996; 5-year enrollment trend; attendance year enrollment tables; survey results; sample facility usage; and list of parent project facilitators.) (MN)

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ED 410 395

96-378

# DEPARTMENT OF COMMUNITY/ADULT AND CONTINUING EDUCATION

## Program Evaluation

## December, 1996

**Dr. Judith Richardson, Director**

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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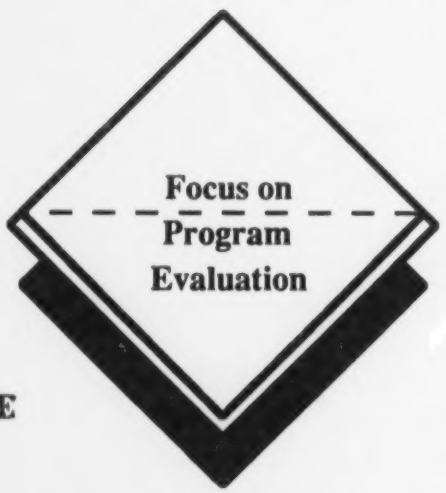


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**Des Moines Independent Community School District**
**Des Moines, Iowa**



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## Community/Adult and Continuing Education
## Program Evaluation Abstract

This evaluation presents information appropriate for the monitoring and improvement of programs and services provided to the Des Moines community by the Department of Community/Adult Education. The evaluation is divided into five areas: (1) Context Evaluation, (2) Input Evaluation, (3) Process Evaluation, (4) Product Evaluation, and (5) The Future.

### CONTEXT EVALUATION

The Department of Community/Adult and Continuing Education provides the citizens of Des Moines educational, cultural, and recreational opportunities responsive to community needs and promotes the concept of life-long learning and personal growth for all members of the community. The Department offers classes, seminars, adult training, and sports and recreational programs for adults and children year round. Department staff are responsible for scheduling the use of school buildings and grounds by the community for a wide variety of educational and recreational purposes.

### INPUT EVALUATION

The total budget for the Community/Adult and Continuing Education department is $1.2 million for the 1996-97 school year. Sources of revenue for the program include the Community Education Property Tax Levy($4,319,055,239 x 13.5¢), Community Education course fees, and grants. $75,000 is given to City Parks and Recreation for the operation of summer programs in Des Moines parks. The department has one director, four program administrators, four full time clerical staff and one part time clerical staff. An average of 300 part-time teachers, referees, coaches and consultants are employed during each of four program sessions. The total cost of human resources for program administration and instruction is budgeted at $677,719, which includes $206,555 for building operations. The fund balance at the end of the 1995-96 school year was $159,864. Collaboration with community agencies enables the department to facilitate cultural, recreational and educational programs. Program sessions are offered in Fall, Winter, Spring and Summer. A wide variety of instructional materials and strategies are used. Materials and books are paid for by participants as part of course or activity fees.

### PROCESS EVALUATION

The director and four program administrators have the responsibility for program development, implementation and evaluation. Each program administrator is responsible for programs in a geographical region and works closely with building administration and facility management personnel to schedule classes and activities. Department staff have been implementing various technology applications in the past three years. All class registrations are now done via computer with 80% of the classes pre-registered. All staff participate in technology staff development on the job as new technology applications are implemented. Conferences and participation in state and national community education associations provide professional development opportunities for program administrators. Fall inservice is held for new part-time instructors. The department supports the district improvement plan objective for a safe and orderly environment by providing parent education classes for destructive adolescents and assisting the Zero Violence Coalition with community based activities.

## PRODUCT EVALUATION

The department provides classes and programs for the entire community at school and community locations. Programs are designed to meet the needs of our diverse city. More than 150,000 individuals used school facilities in the past school year and 17,676 students of all ages attended classes, seminars, workshops, and recreational programs. Students who participate in adult education classes complete evaluation forms that indicate a high level of satisfaction with course content and quality of instructors. Teachers who come from the community are enthusiastic and committed to teaching adults. Grants and foundation funds enabled the department to provide career education opportunities for women interested in non-traditional careers in the Des Moines area and at the state correctional facility in Mitchellville. Safe and Drug Free School resources financed a forty-hour training program to prepare forty-four teachers from agencies and school districts throughout Iowa to teach a parent education program for the parents of destructive adolescents. Funds from local businesses allowed summer radio programming for children to continue and supported the middle school flag football program coordinated by the department.

## FUTURE PLANS

The department will implement fully the facility usage software to complete the upgrading of department management processes utilizing computers. Efforts will be made to expand community use of the schools by assisting district leadership in creating a vision of the schools as centers where students of all ages can come to learn. The department will explore more collaborating programs with community and K-12 programs such as the music camp and middle school sports, to expand the enrichment activities for children and youth in the community. Community Education will continue to network and collaborate with city agencies, including City Parks and Recreation, the Botanical Center and the Public Library to make the most of community resources and combine efforts to address problems in Des Moines that impact the schools.

A copy of the complete report is available upon request from the Department of School Improvement Des Moines Independent Community School District, 1800 Grand Avenue, Des Moines, IA 50309-3399. Phone (515) 242-7836. All evaluation reports are submitted to the Educational Resources Information Center (ERIC) and the Education Research Service (ERS).

**DEPARTMENT OF COMMUNITY/ADULT AND CONTINUING EDUCATION**

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**DES MOINES INDEPENDENT COMMUNITY SCHOOL DISTRICT**
**DES MOINES, IOWA 50309-3399**

**DECEMBER, 1996**

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## DES MOINES INDEPENDENT COMMUNITY SCHOOL DISTRICT MISSION STATEMENT

The Des Moines Independent Community School District will provide a quality educational program to a diverse community of students where all are expected to learn.

## DEPARTMENT OF COMMUNITY/ADULT AND CONTINUING EDUCATION MISSION STATEMENT

Our mission is to provide educational, cultural, and recreational opportunities responsive to the needs of the citizens of Des Moines which promote the concept of life-long learning and personal growth for all members of the community.

# CONTEXT EVALUATION

## An Overview Update of Community/Adult Education in Des Moines Public Schools

The Des Moines Independent Community School District has served the broader educational needs of the community though the Department of Community and Adult Education since 1874 when the first night school classes were offered. Early offerings supported new immigrants to the community and in the 1940's helped meet the demand for vocational classes in business and industry. In the 1960's the community education movement led to the expanded use of school facilities with a focus on programs for disadvantaged in areas such as the Model Cities. In 1978 the Iowa Community Education Act (HR2361) allowed the district to utilize the playground property tax levy to finance community education. In September 1981, the Board of Education revised Board Policy Code 672 , affirming the importance of community and adult education. At one time more than $150,000 of the funds generated from the Playground Levy were given to the city. Between 1980 and 1990 considerable restructuring of the department resulted, at the request of the board, that the department no longer rely on general funds for operational costs. In 1980 there were 25 full time staff paid with general funds. By 1985 all employees' salaries were supported by the department budget and, by a mandate, expenditures could not exceed revenues. This resulted in a $700,000 savings to the general fund.

Federal and state funds that financed adult basic education and vocational education were reallocated to community colleges in the early 1990's. The Child Care and pre-school programs operated by the department beginning in 1975 generated funds for program operations until 1990 when they were transferred to the Elementary Division. In the fall of 1990, the department was given the responsibility of coordinating elementary summer school programs. Beginning with the Winter 1990 Edition of the class listings catalog , the department launched a concerted effort to improve public relations and communications efforts and to modernize the registration, bookkeeping and facilities management functions of the operation. Since the August, 1993 Program Evaluation Report, many of the department goals for implementing more efficient program operation and improvement of accountability procedures have been implemented. Summer Enrichment programs for youth and children have been expanded and continuing education offerings increased. A study of the fee structures of surrounding districts resulted in the board approval of fee increases in the fall of 1996. The department continues to work cooperatively with the city and other community and cultural institutions to build collaborative programs and to support the District School Improvement plan and Vision 2005.

## Policies, Procedures and Standards

### State Law
### Chapter 300
### Public Recreation and Playgrounds Tax

Refer to Iowa Code, Chapter 300.1, 300.2, 300.3, and 300.4 for details regarding public recreation and playground tax. This was provided in the previous program evaluation.

### Board Policies and Procedures

Refer to Board Policies and Procedures, Policy 600, Code 670; Policy 700, Code 750; Procedure 600, Code 670; and Procedure 700, Code 750 for details regarding use of school facilities by the public.

## OPERATIONAL GOALS AND GUIDELINES FOR COMMUNITY EDUCATION PROGRAMS

### OPERATIONAL GOALS

- To provide community, adult and continuing educational opportunities to citizens.
- To coordinate and facilitate community education resources to meet changing needs.
- To provide recreational programs and coordinate use of school facilities when available to community groups.
- To support K-12 educational programs by developing adult education, parent education and enrichment activities for students and families that are supportive of the district mission and focus on the community education and effective schools models.

### GUIDELINES

The following guidelines for operation of the department were developed in 1989 by the department director in cooperation with district administration and are in compliance with state law, and board policy.

1. The Department of Community/Adult Education has the responsibility for system-wide coordination of community education programs within and upon school facilities.
2. The Department of Community/Adult Education may cooperate with other agencies for programs within and upon school facilities as well as with agencies and groups in developing programs for the community which may be located on other than school facilities.
3. The Department of Community/Adult Education will be responsible for the accounting of all program fees collected and for the payment of instructional costs in cooperation with the Controller's Office.
4. The Department of Community/Adult Education will continuously review programs and quality of instruction for the purpose of maintaining department standards.

5. Building staff will be responsible for the process of working with school-community councils and the assessment of needs and interests in specific program areas.

6. The Director of Community/Adult Education will work closely with the Executive Director of Elementary and Early Childhood Programs and the Executive Director Middle and High School Programs in the development of programs, supervision of ongoing programs and the evaluation of programs. The Department of Community/Adult Education staff will assist the building personnel when and where possible in the development and establishment of programs to meet expressed needs.

7. All full-time coordinators and staff will be employed by the Human Resources Department of the Des Moines Public Schools. Community Education staff members assigned to specific geographic regions will report regularly to building principals of that region. Coordinators will administer program efforts on a city-wide basis directing and supervising part-time or hourly employees in these programs at sites in their region.

8. Cooperating agencies extending services to the community and upon school facilities will coordinate such programs through the Department of Community/Adult Education.

9. The Department of Community/Adult Education will be responsible for an annual summary of programs and people served.

10. Physical facilities of the school district shall be made available for Community/Adult Education programs. Requests for rental of school facilities for use by individuals, groups, or agencies for comparable services or programs as provided by the Department of Community/Adult Education shall be reviewed by the Controller's Office with the Department of Community/Adult Education. Questionable or borderline cases will be submitted to the Associate Superintendent for teaching and Learning in writing for a review and decision.

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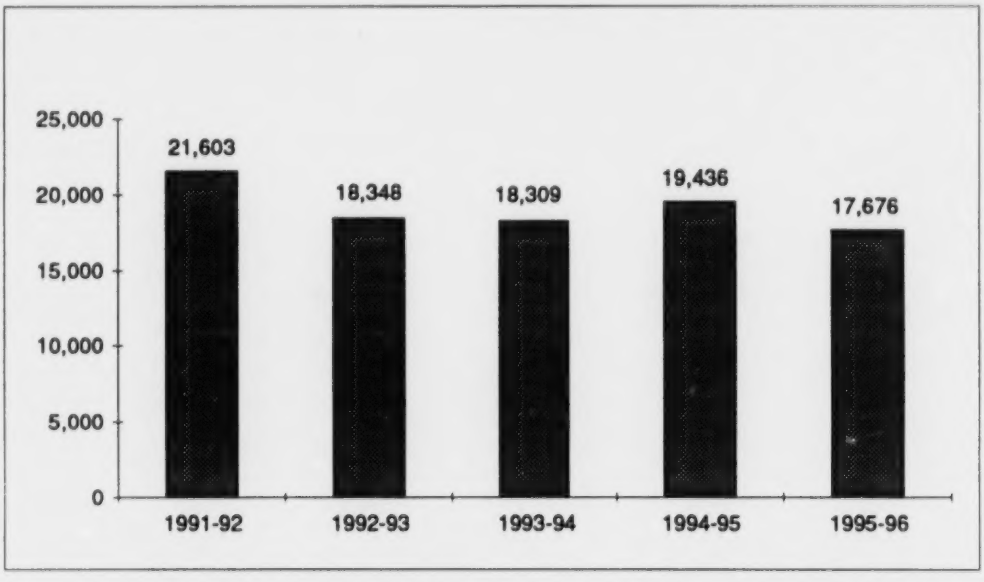
## PROGRAM DESCRIPTIONS FOR COMMUNITY/ADULT AND CONTINUING EDUCATION DEPARTMENT

### COMMUNITY/ADULT AND CONTINUING EDUCATION PROGRAMS

The major service of the Community/Adult and Continuing Education Department is to provide evening and weekend learning opportunities for the children and adults in the Des Moines community. Three quarterly offerings of 250 courses and an abbreviated summer schedule are provided at school and community locations. A catalog of classes is distributed community wide. Between 5,000 and 6,000 individuals participate in classes and programs that meet for 8-week sessions. The average cost of a class is $30 which includes a $4.00 registration fee.

More that 250 classes, seminars and recreational programs utilizing more than 30 different school and community locations are offered each session by the department. A listing of classes offered in the fall 1996 session is provided in Appendix B. Detailed summaries of both enrollments and facility usage from 1991-1996 may be found in Appendix C.

**Enrollments for Classes and Seminars**
**1991-92 to 1995-96**




**Note 1:** Enrollment reductions were in two adult program areas, Dance and Health, which includes aerobics. The reduction in the number or participants in these areas amounted to 1,975 of the total loss.

**Note 2:** Refer to Appendix C for detailed enrollments for all programs.

**Figure 1**

## Travel Programs

The Department of Community/Adult Education sponsors a travelogue program for the public. The Thursday night TRAVEL ADVENTURE program is a paid admission series that is among the top ten in the nation in longevity. Now in its 50th year, it maintains high standards by employing speakers who are on the main travelogue circuit in the United States. Our speakers are on the programs of National Geographic Society in Washington D.C., Philadelphia Geographic Society, and the Chicago Geographic Society. We pay top price for the performers, and we have developed a loyal audience who support the program. Approximately 1,000 season tickets are sold and approximately 4,000 community members attend the TRAVEL ADVENTURE series each year.

A computerized registration system for the program has been implemented resulting in a more efficient purchase of season tickets and an increase in the number of tickets purchased and processed each season.

Beginning in 1994 a light supper was served prior to some performances to make the evening more attractive to those attending the lectures. Attendance to these suppers ranges from 150 - 200.

## OTHER ADULT AND CONTINUING EDUCATION PROGRAMS

### NEWIowa—Non-Traditional Employment for Women

The NEWIowa Program, funded by Carl Perkins Sex Equity Funds through the Bureau of Technical and Vocational Education of the Iowa State Department has been an ongoing program since 1992. This career education program oriented women to opportunities in non-traditional careers working with union apprenticeship programs, local contractors and businesses. In 1995 the program collaborated with the Newton campus of the Des Moines Area Community College and the Mitchellville Corrections facility to provide career assessment and non-traditional career education to inmates. With the restructuring of Carl Perkins, this program was not funded for the 96-97 school year.

### YWCA Learning Center

The department supports and advises the YWCA Learning Center, an award winning adult education program located in the Register Building. This community-based program serves single parents and displaced homemakers, holds graduation events in school facilities and serves high school students and adults in literacy, computer and career development skills. Adults are referred to this program from other programs including NEWIowa, Homes of Oakridge, House Of Mercy and OSACS.

### Elementary Enrichment

The department provides a wide variety of after school enrichment classes and programs in elementary schools throughout the district. Classes are requested by parents, teachers, and principals in some buildings and facilitated by each area coordinator. The scheduling of after-school enrichment offerings must be coordinated with before and after school child care (Metro-Kids).

**Elementary Enrichment Enrollments**
**Fall 1993 to Summer 1996**

| | 1993-94 | 1994-95 | 1995-96 |
|---|---|---|---|
| Elementary Enrichment | 1112 | 912 | 1069 |

**Table 1**

## SUMMER SCHOOL PROGRAMS

### Elementary

Area coordinators work with elementary building principals to coordinate elementary classes each summer. The department is responsible for registration and teacher contracts. Principals select teachers and meet as a group to make program and scheduling decisions. A comprehensive report of summer school enrollments is provided to the Board of Education each fall by the Assistant Superintendent of Teaching and Learning.

Information regarding elementary offerings, as well as adult education offerings, secondary offerings, and special programs are published as part of a summer activity guide by the department which is given to every elementary student. Additional copies of the guide are provided to the middle schools and high schools and are distributed community wide through the *Des Moines Register*.

Summer enrollment figures for the past five years are included in Appendix A. This was a part of the 1996 summer school report provided to the Board of Directors on October 2, 1996. The report is prepared annually.

### Other Summer Enrichment

Many summer sports and recreation programs are offered in collaboration with community groups. Summer strings and honor band music camps have been offered the past three years and have increased enrollment each summer. Both music programs provide transportation for students that is part of the program fee.

## COLLABORATIVE PROGRAMS

### 28E Agreement With City of Des Moines Parks and Recreation

A 28E agreement between the city and the district allows for the sharing of city and school ground and facilities during the school year and summer months. Parks and tennis courts are made available to schools during the school year. The city schedules recreation on school grounds and in some school facilities. The agreement is renewed every year and is highly beneficial to community.

### Science Center

Beginning in the summer of 1995, the Science Center of Iowa began using classrooms at Merrill Middle School for summer Science Center classes. The District and the Science Center split the

costs of installation of air conditioning. As a result of the agreement the Science Center provides instructors for enrichment classes for students in elementary schools during the school year.

### Parent University

The PTA Council, Blank Children's Hospital , Community/Adult Education and more than thirty community agencies collaborated to hold a Positive Parenting Conference in March 30, 1996, at Roosevelt High School. More than 200 parents participated and 60 children attended the Kids College at Hubbell. Fifty volunteers including parents, high school and middle school students and students from Drake University assisted with the conference and children's activities. Although attendance was not what organizers hoped it would be, presenters and those who attended praised the event and indicated a willingness to participate again.

### Scholarships and Support For Neighborhoods and Low Income Families

Program fees for adult education and enrichment classes for children in the community are kept to the lowest cost possible. Enrichment and Adult Education fees, which are assessed for enrollees, are kept at low or no cost for low-income families. The department has had a long-standing commitment to being sensitive and accommodating to those who wish to participate but are unable to afford the cost. The average fee for the Fall 1996 classes was $30. Grants and collaborative agreements with community agencies and educational institutions such as Iowa State University Extension provide some free enrichment opportunities for children. Community groups that serve students and parents in school neighborhoods use school facilities extensively at little or no cost. Both NEWIowa and the YWCA Learning Center are programs designed for low income women and minorities with the goal of employment and self-sufficiency. Scholarships are available each summer for summer enrichment activities. Programming at the Forest Avenue Library, the John R. Grubb YMCA and all city community centers is supported through advisory committees, and participation in the offering of classes, marketing of classes and collaborative activities, such as the Zero Violence Coalition and the Polk County Prevention Coalition. The department works with the United Way Volunteer Bureau, the Youth at Risk Coalition and the Youth First Consortium.

## New and Expanding Programs

### Parent Project

The Parent Project is a parent education program designed to teach parents of self-destructive adolescents. This project has proved to be a powerful prevention and intervention strategy in other parts of the country in reducing substance abuse, gang involvement, violence, and school failure. In March, 1996, the department facilitated the training of forty-four Metro-Des Moines and Iowa teachers from a variety of school and community service agencies. As a result several school districts and agencies began classes in the fall of 1996. PACE academy began a second class for parents of students in that program in October. The department functions as a facilitating agency for referring parents to the class and offers classes on an on-going basis when a critical mass of parents has enrolled. Appendix G includes a listing of individuals trained to teach the project.

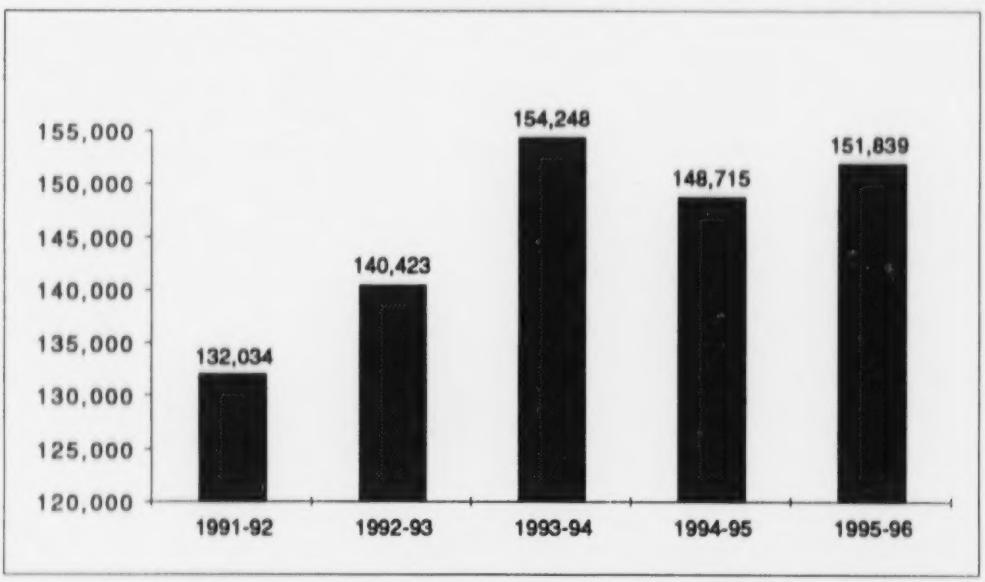
## Middle School Athletics

A committee composed of community education coordinators, middle and high school administration, and high school athletic directors developed a plan for expanding middle school sports and recreational activities beginning with fall, 1996. Some activities are being funded by the general fund, other activities are fee based. Local businesses and organizations have donated funds in support of the program for scholarships. equipment and shirts. The middle school calendar for boys offers cross country, flag football, basketball swimming, track and soccer. Girls offerings are cross country, volleyball, swimming, basketball, dance/tumbling, track and soccer. Community education sponsored flag football enrolled 350 boys, and 375 girls participated in volleyball this fall.

### FACILITY USAGE

The guidelines for rental of school facilities are outlined in Board Policies and Procedures Manual. (*See Procedure Code 750.)* The five year trend, in Figure 2, *below*, shows an increase in the use of school facilities.

**Facility Usage**
**1991–92 to 1995–96**




NOTE: The dramatic increase in facility usage reflects the addition of college satellite classes in school buildings and the increase in use of school facilities by the community.

FIGURE 2

## COMMUNITY USE OF FACILITIES

School sites are used for community programs. Appendix F contains a list of community groups that utilized school facilities in the west area of the district for the 1995-96 school year. Appendix F also includes the actual schedule of events for fall, 1996 at Meredith and Hoover. This is typical of the use of school sites and the wide variety of community groups using our schools.

## COLLEGE SATELLITE CAMPUSES

### Des Moines Area Community College

The Department of Community/Adult and Continuing Education continued to cooperate with Des Moines Area Community College (DMACC) in offering college credit classes in neighborhood classes at their request. The number of classes requested has declined significantly in the past three years as the college moved to suburban districts and reduced the number of off-campus college credit offerings. Cassady Alternative School is extensively utilized by DMACC for Adult Basic Education (ABE) and General Education Development (GED).

### Upper Iowa University

Until fall, 1996 Upper Iowa University utilized Roosevelt High School as an extension campus. They moved this fall into a new facility in West Des Moines.

### Iowa Communications Network

During the 1995-96 year there were fifty-five facility usages of the Iowa Communications Network (ICN) averaging from one to three hours. Area Education Agencies served included Heartland, Grant Wood, Western Hills, and Loess Hills. Other agencies and businesses served were LeMars Community Schools, Iowa State University Extension Service, Flexco Company, Iowa Department of Economic Development, Western Iowa Community College, Iowa State University, Des Moines Area Community College, Iowa Public Television, Palmer College of Chiropractic, Eastern Iowa Community College, University of Iowa, University of Northern Iowa, Graceland College, Iowa Department of Public Health, Iowa Humanities Board, and Happy Joe's Pizza Staff Training.

# INPUT EVALUATION

**FINANCIAL RESOURCES**

**REVENUE AND EXPENSE SUMMARY 1996-97**

**COMMUNITY EDUCATION BUDGET**

| | | | |
|---|---|---|---|
| **REVENUE:** | | | |
| Property Tax Levy ($4,319,055,239 assessed valuation X 13.5¢) | | | $583,000 |
| Community/Adult Education Fees | | | |
| Adult Education Night Class Tuition | $521,500 | | |
| Communications/Publications/radio | 15,000 | | |
| Continuing Education Units Seminar | 26,000 | | |
| Travelogue Fees | 23,000 | | |
| Summer Enrichment | 16,500 | | |
| Total Fees | | $602,000 | |
| Community/Adult Education Grants | | | |
| Sex Equity | $15,000 | | |
| Total Grants | | 15,000 | |
| Total Community/Adult Education Fees & Grants | | | 617,000 |
| **TOTAL REVENUE** | | | **$1,200,000** |
| **EXPENSES:** | | | |
| Community/Adult Education Program: (See Schedule A) | | | $1,125,000 |
| City of Des Moines Parks & Recreation | | | 75,000 |
| **TOTAL EXPENDITURES** | | | **$1,200,000** |

**Schedule A**

**Des Moines Independent Community School District**

**Community/Adult Education Program**
**Expenditure Budget**
**Fiscal Year 1996-1997**
**In Dollars**

| Program Classification | Full-Time Pos. | Salaries | Employee Benefits | Purchased Services | Supplies & Materials | Capital Outlay | Other Expenses | Total |
|---|---|---|---|---|---|---|---|---|
| Program Administration | 9.0 | 318,219 | 95,466 | 35,500 | 23,500 | 4,500 | 1,000 | 478,185 |
| Community/Adult Education | -0- | 200,000 | 30,000 | 45,200 | 27,500 | 9000 | 0 | 311,700 |
| Communications & Publications | 1.5 | 30,000 | 9,450 | 5,000 | 4,210 | 5,000 | 500 | 54,160 |
| Film Lecture Series | -0- | 4,500 | -0- | 11,650 | 3,300 | -0- | 3,500 | 22,950 |
| Certified Seminars | -0- | | -0- | 15,000 | 4000 | 6,500 | 500 | 26,000 |
| Summer Programs | -0- | 15,000 | 4,350 | 4000 | 1200 | 0 | 900 | 25,450 |
| Building Operation | -0- | 110,000 | -0- | 96,555 | -0- | -0- | 0 | 206,555 |
| Totals | 10.5 | 677,719 | 139,266 | 212,905 | 63,710 | 25,000 | 6,400 | 1,125,000 |

**REVENUE AND EXPENSE SUMMARIES**

| ACTUAL BUDGET | 1995-96 |
|---|---|
| **Revenue** | |
| Property Tax Levy (assessed valuation X 13.5¢) | $580,055 |
| **Community/Adult Education Fees** | |
| Adult Education Night Class Tuition | 475,301 |
| Communications/Publications/Radio | -0- |
| Continuing Education Units Seminar | 2,820 |
| Travelogue Fees | 26,018 |
| Summer Enrichment | 37,690 |
| Home Economics Outreach | -0- |
| **Total Fees** | **$1,121,884** |
| **Community/Adult Education Grants** | |
| Sex Equity / NEWIowa Program | $61,531 |
| **Total Revenue** | **$1,183,415** |
| | |
| **Expenses** | |
| Community/Adult Education Program | $1,017,674 |
| City of Des Moines Parks & Recreation | 77,917 |
| Middle School Athletics | -0- |
| **Total Expenditures** | **$1,095,591** |
| | |
| **Revenue Over Expenses** | $87,824 |
| **Fund Balance from Previous Year** | 72,040 |
| **Fund Balance End of Year** | **$159,864** |

## HUMAN RESOURCES

### STAFF

Dr. Judith Richardson, Director
Mr. Charles Kilpatrick, Community Coordinator, North/Northwest Area
Mr. John Logsdon, Community Coordinator, South Area
Mr. Michael McPherson, Community Coordinator, East Area
Mr. Edward Grant, Community Coordinator, West Area

### EVENING SCHOOL ADMINISTRATORS

David Mahler, Roosevelt
Mariam Woods, Hoover
Mr. John Logsdon, Central Campus
Mr. Ron Gray, Lincoln

### OFFICE STAFF

Mrs. Sally Wright, Secretary
Mrs. Anna Jones, Bookkeeper
Ms. Marjorie Overholser, Secretary to the Director
Mr. James Wolf, Computer Specialist

### COMMUNICATIONS AND PUBLICATIONS STAFF

Mr. David Albee, Graphics and Publications Specialist

### COMMUNITY ADVISORY COUNCIL

Bill Beck, Midwest Power
Marguerite Boss, Community Representative
Larry Card, Des Moines Public Schools
Laura Castro de Cortes, Des Moines Art Center
Bob Davitt, Des Moines Public Schools
Paul Devin, Central Campus
Dan Dooley, Community Representative
Mary Gesiriech, Principal Financial Group
Althea Holcomb, Big Brothers, Big Sisters of Greater Des Moines
Laura Isenstein, Des Moines Public Library
Lorenzo Jasso, Des Moines Public Schools
James Monk, United States Army
Barbara Mullahey, Des Moines Schools
Dede Nelson, YWCA Learning Center
Marg Powell, Des Moines Public Schools
Kumsan R. Song, Community Representative
Mary Wennerstrum, PTA
Jeanette Woods, Des Moines Public Schools

## Community Advisory Council

The Community Advisory Council composed of individuals from community education agencies, businesses, industry, city, county and state government, parents, district building and central office leadership, and senior citizens represents the total community. The council meets monthly to assist department staff in focusing on community problems, interests and needs. Building principals representing elementary, middle and high schools are members.

During the 92-93 school year the Council developed and approved by-laws, elected officers. Each year the executive board establishes major areas for council activities.

## Community Resources

Many activities coordinated by Community/Adult and Continuing Education are jointly sponsored activities. City Parks and Recreation, the Public Library, city community centers, and other non-profit organizations collaborate and contribute to the programs and activities that are offered in the schools. The coordination of these shared programs and events results in numerous education opportunities for citizens of all ages in their neighborhood school. Activities are also scheduled in libraries and other facilities including retirement centers or churches which are easily accessible to families and seniors.

## Space Resources

The scheduling of space that becomes available when regular school activities are over is a complex task that requires constant communication between program coordinators, building principals and facilities and ground maintenance staff. At all times regular school programs take precedence over community and adult education activities. Building principals have first and primary access to all space. The cooperative relationship among all district personnel enables extensive and well coordinated use of school facilities day and night.

## Other Resources

Identification of sources for funding of special events or programs is an ongoing process. Coordinators and directors meet community groups and agencies to collaborate in developing activities funded for co-sponsorship. Grants of state and federal funds will be much more competitive under new funding guidelines. Creative collaboration will be needed to leverage financial support for new programs and services.

# PROCESS EVALUATION

The Department of Community/Adult and Continuing Education is comprised of five full-time staff with administrative certification and four full-time clerical and support staff who are responsible for the development, implementation and maintenance of courses, programs, classes and activities which provide educational and recreational opportunities to more than 150,000 individuals annually. The programs are coordinated in four geographic areas of the city. Each program coordinator is responsible for the programs in the high school, middle schools and elementary schools located in a quadrant of the city. This regional organization of responsibility allows for the unique needs and interests of those in different neighborhoods to be addressed. Course offerings and activities can vary based on requests and interests of each school or feeder pattern of schools. Each coordinator has other program assignments in keeping with their specific content area expertise.

## DISTRICT GOALS

The department supports district goals by creating programs and providing processes by which the adults and children in the community use school facilities and playgrounds year round. Year round use of schools by community builds support and interest in neighborhoods and the business community. National support of schools as the center of communities continues to build. Communities have a tremendous stake in school improvement.

Remarks by President Clinton on the School Reconstruction Initiative
July 11, 1996—The White House Rose Garden

> ...Increasingly our schools are critical to bringing our communities together. We want them to serve the public not just during the school hours but after hours: to function as vital community centers; places for recreation and learning, positive places where children can be when they can't be at home and school is no longer going on; gathering places for young people and adults alike...The schools of the future should be safe and spacious—good places to learn...equipped with computers, new media and state-of-the-art sciences labs. The schools of the future should not only teach our children during the day, but bring together families and neighbors in the evening as community schools.

Parental involvement and commitment to education are important elements supporting safe and orderly schools and improving student achievement. The department continues to work with PTA's and other community groups and agencies to create more educational opportunities for parents, encouraging them to take an active role in teaching their children and in school improvement.

## JOB DESCRIPTIONS OF CERTIFICATED AND NON-CERTIFICATED PERSONNEL AND SUPPORT STAFF

### Director of Community Adult and Continuing Education

The Director of Community/Adult and Continuing Education of the Des Moines Public Schools maintains the integrity of the school district's mission and the goal of the department is to provide educational, cultural and recreational opportunities responsive to the needs of the citizens of Des Moines which promote the concept of life-long learning and personal growth for all members of the community. The organizational tasks to be performed by the Director includes planning and implementing and evaluating the department's programs. The Director reports to the Associate Superintendent for Teaching and Learning and is a member of the Superintendent's Administrative Cabinet. The Director supervises four community education coordinators, a bookkeeper, a graphics/publications specialist, radio station staff and a secretarial staff of three.

### Coordinators of Community Adult and Continuing Education

The four Coordinators of Community/Adult and Continuing Education of the Des Moines Public Schools support and maintain the mission of the department while affording the necessary leadership, management and technical advice to operate an effective and efficient organization. The Coordinators plan, implement and evaluate the Community/Adult and Continuing Education programming for particular areas (including geographic and subject areas) while establishing the classes for four sessions. Coordinators work with groups and individuals interested in department services.

### Secretarial and Clerical Staff

The secretary to the director, the receptionist/registrar and the bookkeeper perform general clerical and secretarial tasks. These tasks include collecting course registrations and fees, class record keeping, maintaining department records, compiling department statistics and maintaining department correspondence.

A part-time data entry computer specialist inputs data and registration information for approximately 7,000 student applicants each quarter of class offerings.

### Publication and Graphics Specialist

This individual is responsible for the production of all catalog publications layout, all advertising design, flyers and special announcements, departmental bulletin, and all forms and data gathering instruments, surveys and demographics.

### Night High School Principals

High School Attendance Centers are administered by part-time principals, hired on a yearly basis. The principals assist in organizing the school program, facilitate room assignment, equipment requests, supply distribution, collection of fees, course registration and supervision of teachers and the facility. Each principal has a part-time clerk/bookkeeper to assist in registration and fee collection.

## Community and Adult Education Instructors

The department employs approximately 300 part-time teachers, trainers, and consultants on a quarterly basis. These part-time individuals submit résumés, credentials and a course of study outline before a contract is issued. Parents and other volunteers provide instruction, coaching and general support. Community agencies such as Iowa State Extension, Science Center, City Parks and Recreation, and the Public Library provide instructors for seminars and programs. Community organizations utilize school space for the presentation and delivery of programs and services which also include instructors.

## INSERVICE AND STAFF DEVELOPMENT

Assessment of inservice and training needs for permanent and part-time staff is ongoing. An instructor's manual is provided to all new teachers and fall inservice is conducted for all part-time instructors. Secretarial staff continue to upgrade computer skills. All are trained in the use of the new registration system. All coordinators will be trained in the new facilities management software in the fall of 1996. Technology training is provided to the staff by the department's graphics and data processing specialists.

## Inservice For Teachers

A regular fall inservice for part-time instructors began in 1992. The instructor's manual is updated and registration procedures reviewed. The fall 1996 inservice will review the registration process to improve the fee-collection process. The inservice is conducted by department staff.

**Manual For Instructors and Principals.** An instructor's manual for principals and teachers including updated registration, operational procedures, and information about teaching the adult learner was completed in 1992. The manual is available in the department's office.

## Inservice For Coordinators and Office Staff

Converting the present department operations and record-keeping procedures to computer assisted processes has required staff development for all full-time staff. It is estimated that facilities management component will be in place by the end of the year if technology purchases and wiring updates go as planned.

## Professional Development

**The Director** attended financial and marketing workshops for adult education programming, parent project training in 1994-1995, and the American Association for Training and Development conference in 1996. She completed the Des Moines Leadership Institute in 1995 and recently attended a Lucent Technologies conference on Communications Technology at which she presented a session on Community Networking. She is currently a member of the Iowa Educational Equity Council 's speakers bureau and the president-elect of the Iowa Community Education Association.

**Program Coordinators** attended the State Community Education Association Conference, the district's Garston and Wellman Facilitators training and state and local coordinators and directors meetings, Iowa Community Education Association meetings, and the coordinator for Travel Adventure Series attended the annual International Travel-Adventure Film Guild Conference.

**Clerical staff** received on-site computer training and attended staff development computer training classes. Staff also attended the U.S. Postal service training seminar for district employees on reclassification of standard mail requirements.

### Impact of Technology On Program Operation

New technology continues to reduce the amount of registration, bookkeeping, facilities management and fee collection that is documented and managed on paper. It is a goal of the department to move these processes entirely into a computer-managed system. This will result in more efficient operation of the program, provide for more accessible accountability and cost analysis and provide marketing demographics for the development of new courses and the elimination of those that are no longer cost effective. Statistics gathered for this report were all available on the computer registration system.

# PRODUCT EVALUATION

## CONTRIBUTIONS TO THE DISTRICT'S MISSION

The Department of Community/Adult and Continuing Education enhances and expands the district's mission to include a *diverse community of students of all ages*. Increased utilization of school facilities to provide educational and recreational opportunities to children and adults should result in a higher interest in the district's program because district resources are seen to benefit directly those who do not have children in school. Our assumption is that as the greater community is allowed to share in the use of schools and see a direct benefit from life-long learning opportunities, support for the school district will be positive.

## MAJOR STRENGTHS

The major strengths of the department are in the quality of human resources and the affirmation at the national level that life-long learning is vital to the maintenance of a high quality of life. As more community members recognize the need for continued education they will look to the public schools to meet this need and increase their commitment and investment in schools and education. The cooperative attitudes of building staff to coordinate the use of space make it possible for the program to succeed. Another strength of the Department of Community/Adult and Continuing Education is the existence of many collaborative and cooperative agreements with other community agencies. These agencies, along with the Community/Adult and Continuing Education Department, combine resources to meet community needs. Examples of such agreements and organizations include United Way, Community Focus, ChildNet, Community Playhouse, Drake University, City of Des Moines Parks & Recreation, Convention and Visitors Bureau, Downtown Des Moines, Inc., Iowa State University, Heartland Area Education Agency, State of Iowa Department of Human Services, and the YWCA.

This spirit of cooperation that ignores turf issues and focuses on the benefits of sharing and collaborating is the new vision of educational services. The community education catalog, which is published quarterly, is evidence of this cooperative spirit. The catalog contains information about many city of Des Moines programs. Funds from these agencies are used to help defray the cost of printing the catalog.

## DEFICIENCIES

The staff of Community/Adult and Continuing Education has been drastically reduced in the last ten years due to reduction in funding. When the Board of Education indicated that the programs should become self-supporting several staff positions were eliminated. Services and programs provided in family literacy were discontinued. The night high school was eliminated. The adult literacy and English as a Second Language programs are now delivered by the area community college. Hopefully, the growing need for continuing education, re-training of adults in the workplace, and the educational needs of high school dropouts can begin to be addressed again by district program offerings. With some 390,000 individuals living and working in the Des Moines area it is possible that there are educational needs going unmet. These needs are being identified through networking with community agencies and leaders. Adult education offerings in parenting, ABE/GED programs and family literacy are becoming an integral part of innovative programs being implemented in other states. Such programs can be strengthened by collaborative efforts between the community college, other community-based organizations, and the Community/Adult and Continuing Education Department.

## ADHERENCE TO POLICIES

District Policies Regarding Community/Adult and Continuing Education are identified in the Context Evaluation Section of the 1993 CIPP report. The guidelines for the department which are published in the division's annual report are included in *Policies, Procedures and Standards* of the *Context Evaluation Section*. Department staff are diligent in adhering to these policies and guidelines.

## VOLUME OF SERVICES PROVIDED BY COMMUNITY/ADULT AND CONTINUING EDUCATION

Appendix D includes the 1994–95 and 1995-96 summary forms indicating the number of patrons participating in Community/Adult and Continuing Education programs and utilizing school facilities.

## QUALITY OF SERVICES PROVIDED BY COMMUNITY/ADULT AND CONTINUING EDUCATION

In Fall 1991, the department implemented a participant evaluation process. Instructors distributed evaluation forms to students attending all adult and continuing education classes

Demographic data collected indicates that 47.6% of the participants surveyed were between the age of 36 and 55; and 33% reported an income between $20,000 and $40,000. More than 70% of those responding indicated having attended post-secondary education while 44% indicated they were college graduates. More than half of those surveyed had taken adult education classes with the Des Moines School District. Nearly 23% gave *word of mouth* as the way they learned about the class.

A detailed summary of these results from 1500 forms collected at random from the five high school attendance centers in 1995 is found in Appendix E.

Table 4, *below*, depicts the weighted ratings by participants on class content and instructor skills. The scale used was 5=strongly agree, 4=agree, 3=somewhat agree, 2=disagree, and 1=strongly disagree.

**Participants Ratings of Course Content and Instructors' Skills**

| Class Content | | Instructor's Skills | |
|---|---|---|---|
| **Question** | **Rating** | **Question** | **Rating** |
| | | Did the Instructor: | |
| Were your learning needs met? | 4.65 | have a good mastery of the subject? | 4.88 |
| | | treat each student as an equal with respect and dignity | 4.89 |
| Did the course meet your expectations | 4.65 | Make goals and objectives clear at the beginning? | 4.76 |
| | | Come to class prepared and organized? | 4.83 |
| Would you recommend this class to a friend? | 4.75 | Show an interest in the progress of all students | 4.84 |

**Note:** The ratings reflect a high degree of customer satisfaction with adult education content and instruction.

Table 4

## IMPROVEMENTS IN DEPARTMENT

Several projects designed to improve department services and program offerings were implemented.

Community and Adult Education utilized the computer registration system with all elementary enrichment classes facilitating the data collection on summer programs.

Computerized registration for all pre-registered adult classes and about 80% of all other classes offered has been implemented.

Hospitality cards are issued to each instructor to improve communications between night staff and day staff.

Course evaluations are analyzed for teacher improvement and student satisfaction. Results of a random sampling of 1500 evaluations is included in the Product Section.

Training for all instructors is held at Central Campus to review new instructor's manual and registration procedures is scheduled each fall.

Publication of a joint catalogue with City Parks and Recreation occurs quarterly.

## COSTS VS. BENEFITS

### Improvement of Publications

As the Department of Community/Adult and Continuing Education must generate revenue in order to deliver services, close attention needs to be paid to income and expenditures. During the 1990-91 school year efforts were initiated to increase the enrollment in adult education courses offered in the quarterly sessions. The initial effort was to improve the design and distribution of the catalog of course offerings. The most accessible statistics to determine the success of this strategy was to monitor the number of classes that had to be canceled because of insufficient enrollment. According to Learning Resources Network (LERN), a national information and training institution for adult educators, classes such as the ones offered by the department are considered successful if they have 10% or less of the classes offered closed for lack of enrollment. The department averages between 15 and 30 classes that fail to fill each quarter. This is a range of 6% to 12% canceled class offerings. In the Fall of 1996 session, 30 classes were closed which is a 9.8% rate. This is well within LERN guidelines. Weather often has a serious impact on enrollment, as well as economic pressures.

The department will continue to develop program options that are of interest to the community and strive to reduce the number of offerings that do not fill to an acceptable level.

The new catalog format is being considered that will be printed and distributed by the Register. This is an effort to increase circulation and reduce publication and printing costs.

**Credit Card Service**

The number of patrons using credit cards for class enrollment has continued to increase. This option was offered to parents enrolling in summer enrichment classes for the first time this summer. The department is monitoring the use of credit cards by patrons. In 1995-96 approximately 2002 registration transactions in the amount of $57,825 were processed utilizing MasterCard® or VISA®. This amount has continued to increase each year.

**Space Available To Many Groups**

Providing space for educational programs and activities is cost effective from the point of view of the taxpayer as it makes maximum use of school facilities. Providing courses and classes at the neighborhood school is convenient and comfortable for parents, adults and children.

**UNANTICIPATED OUTCOMES**

The increase in the number of participants in program offerings and building use continues to increase demands on building maintenance and management staff. Strategies need to be developed to bring additional resources to bear in these areas. There is growing demand from the community for the use of school facilities on weekends. At the present time, overtime custodial costs make the use of schools on Sunday too expensive for many community groups. A committee was formed in 1995-96 to study facility usage issues. Their report is under study by the Assistant Superintendent of Management Services.

# FUTURE PLANNING

## IMPROVEMENTS OF DEPARTMENT MANAGEMENT

The registration system is completely computerized and a valid assessment of course and program offerings is now possible. Criteria for success have been identified and the actual costs of courses can now be calculated. A data base of over 20,000 students is available enabling coordinators to target market to students based on past course enrollments. Formal course evaluations have been implemented and feedback provided to teachers and coordinators which is being used to improve course delivery and the scope of course offerings. Course evaluations continue to give evidence of a high degree of satisfaction with the teachers and curriculum offered. The implementation of the facility usage software is in progress and awaits the completion of special programming, new printing equipment and building network wiring to be in place.

## VISION 2005: THE SCHOOL AS THE CENTER OF LIFE-LONG LEARNING

The department will continue its efforts to make Vision 2005 a reality. To expand the use of the schools by community members, district leadership must help create the vision of the school as a center where students of all ages can come to learn. Teachers, administrators and support personnel of K-12 programs must see this wider view of the use of their classrooms and meeting rooms as positive and not an imposition or invasion of their space. This will come with a clearer vision of how community involvement and learning opportunities for the community in the schools will make them more effective. The department will continue to find ways to deliver this message to all district personnel.

## CONTINUED EXPANSION OF ENRICHMENT AND CULTURAL OPPORTUNITIES FOR CHILDREN AND ADULTS

The success for the collaboration between the music department and community education to launch the Summer Strings and Band Camps, and to implement the collaboration for middle school after school sports are examples of the way that the department can be a resource in enhancing and expanding K-12 enrichment opportunities. Programs such as these can be improved and expanded.

## COLLABORATION WITH CITY GOVERNMENT AND SERVICES

Community Education is a common goal of public schools and city government. Working together, staff from Community Education and city agencies can make the most of community resources and combine efforts to address problems in Des Moines that impact the schools. The Community Education Catalog includes information regarding city services, community center offerings, public library programs, community playhouse, zoo information and offerings, and adult and continuing education offerings. These agencies contribute to the cost of printing and distribution of the catalog.

## SUMMER SCHOOL PLANNING

As a result of the conclusions and information provided by the curriculum audit, the Teaching and Learning division has created a committee to study the district's summer school programs. The committee is charged with the task of submitting recommendations to be considered for the summer of 1997.

## FUTURE NEEDS

The top needs of the department are tied closely to the implementation of the 2005 initiative. (1) More convenient and spacious place for department operations is needed. Office and storage space for program staff is cramped. Currently part of the department is housed in one part of the Cowles building and the rest in another. This complicates communication and slows down office operations. Parking lot congestion and security at Cowles makes access to the present office difficult for community education customers. (2) The updating of department technology needs to be completed. Wiring and installation of equipment to implement direct deposit of fees and internal networking of office computers for all staff is not complete. (3) Updating of all school facilities to improve accessibility and quality of facilities is needed. Competition for students and teachers has increased in the last two years, as new buildings are built and better facilities for classes are available in the suburbs. The need for updated technology for adult learners is pressing. As the demand for community use of the schools continues to increase the implementation of 2005 will make schools more attractive and available for community use.

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# APPENDIX A

## Summer Enrollment Table

| | 1992 | 1993 | 1994 | 1995 | 1996 |
|---|---|---|---|---|---|
| **ADULT EDUCATION CLASSES AND PROGRAMS** | | | | | |
| Armory (Prospect Ctr) | | | 9 | | |
| Brody | | | | | 29 |
| Cattell Elementary School | | | 35 | 14 | |
| Central Campus | 18 | 25 | 22 | 0 | |
| Children's Habilitation Center (Johnston) | | 22 | 18 | 0 | |
| Cowles School | 19 | 89 | 113 | 13 | 13 |
| Dowling High School (WDM) | | | 690 | | |
| East High School | 179 | 215 | 159 | 49 | 50 |
| East Side Library | 30 | 22 | 12 | 50 | 23 |
| Franklin Library | 7 | 7 | | 0 | 85 |
| Hoover High School | 595 | 308 | 348 | 45 | 145 |
| Lincoln High School | 295 | 674 | 43 | 77 | 60 |
| Longfellow Elementary School | | | 8 | | |
| McCombs Phys Ed & Sports Enrich Camp | | 22 | 22 | 24 | |
| Merrill and Science Center | | | | 864 | 820 |
| Monroe | | | | | 9 |
| North High School | 164 | 135 | 385 | 228 | 196 |
| Pleasant Hill | | | | 26 | 10 |
| Roosevelt High School | 191 | 214 | 302 | 300 | 193 |
| South Side Library | 17 | 23 | 45 | 68 | |
| Wesley Acres | | | 18 | 30 | 24 |
| Windsor Heights Methodist Church | 43 | 41 | 41 | 24 | 27 |
| **Group Total** | **1558** | **1797** | **2270** | **1812** | **1684** |
| | | | | | |
| **ELEMENTARY SCHOOLS** | | | | | |
| Adams | 71 | 68 | 76 | 91 | 31 |
| Cattell | | | | | 64 |
| Cowles | 26 | 23 | 33 | 0 | |
| Douglas | 67 | 88 | 61 | 42 | 58 |
| Findley | 71 | 71 | 62 | | |
| Greenwood | 67 | 54 | | 162 | 68 |
| Hanawalt | | | 143 | 63 | |
| Howe | | | | | 18 |
| Hillis | | | | 62 | |
| Hubbell | 163 | 164 | 82 | | 172 |
| Jackson | 72 | 85 | 67 | 78 | 49 |
| Jefferson | 72 | 164 | 150 | | |
| King | 455 | 212 | 200 | 189 | 225 |
| McKee | | | | | 63 |
| Mann | 26 | 7 | | | |
| McKinley—English as a Second Language | | 280 | 140 | 169 | 365 |
| McKinley—Early Childhood-Kdg | | | 21 | 38 | |
| Meredith/Computer Class | | | | | 24 |
| Mitchell | | 62 | 49 | 85 | |
| Moulton, Year Round | | | | | 450 |
| Monroe-Cassady | 32 | 68 | | | |
| Park Avenue | | | | | 102 |
| Perkins | 30 | 30 | | | |
| Pleasant Hill | | | | 90 | 76 |
| Willard | | 10 | 49 | 43 | |
| Woodlawn | 101 | 142 | 123 | 107 | |
| **Group Total** | **1253** | **1528** | **1256** | **1219** | **1765** |
| | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **MIDDLE SCHOOLS** | | | | | |
| Brody Middle School | 239 | 159 | 203 | 153 | 177 |
| Harding Middle School | 192 | 155 | | | |
| Hiatt Art Camp | | | 50 | 30 | |
| **Group Total** | **431** | **314** | **253** | **183** | **177** |
| | | | | | |
| **HIGH SCHOOLS** | | | | | |
| East High School | 360 | 252 | | | |
| Hoover High School | 252 | 186 | 421 | 328 | 321 |
| East High Driver Education | | | | 189 | 178 |
| Lincoln High School Driver Education | 394 | 323 | 130 | 180 | 132 |
| Roosevelt High School Driver Education | 131 | 120 | 124 | 150 | 127 |
| **Group Total** | **1137** | **881** | **675** | **847** | **758** |
| | | | | | |
| **SPECIAL EDUCATION** | | | | | |
| Special Education (Elem & Sec) | 446 | 350 | 305 | 428 | 339 |
| **Group Total** | **446** | **350** | **305** | **428** | **339** |
| | | | | | |
| **CHILD CARE PROGRAMS** | | | | | |
| Metro Kids Care | 143 | 122 | 110 | 134 | 122 |
| Early Childhood Learning Centers | | 23 | 98 | | |
| Des Moines Preschool | 79 | 27 | 20 | | 16 |
| Cowles Children's Center | 116 | 83 | 103 | 97 | 101 |
| **Group Total** | **338** | **255** | **331** | **231** | **239** |
| | | | | | |
| **SPECIAL PROGRAMS** | | | | | |
| Iowa State University Extension | | | | 139 | 196 |
| Gifted & Talented (Elem & Sec) | 577 | 619 | 800 | 630 | 745 |
| New Horizons (Sec) | 437 | 544 | 613 | 447 | 610 |
| All-City Honors Band & String Camps | | 178 | 338 | 328 | 343 |
| The Global Institute | | | 22 | 32 | 44 |
| Algebra Enrichment | | | 42 | 48 | 51 |
| **Group Total** | **1014** | **1341** | **1815** | **1624** | **1989** |
| | | | | | |
| TOTAL ENROLLMENT | 6177 | 6466 | 6905 | 6344 | 6951 |

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# APPENDIX B

## Class Offerings for Fall 1996

55 Alive-Mature Driving Course
Adult CPR Review
Aerobic Dance, Low Impact
Aerobics (Low-Impact)
Aerobics, Early Bird
Aerobics, Step
Aerobics, Step (Low Impact)
Amer. Red Cross Lifeguard Training
Amer. Red Cross Lifeguard Training Instructor (LGI)
Amer. Red Cross Water Safety Instructor (WSI)
Aquatic Exercise
Arthritis Water Exercise
Assertiveness Training
Aviation Air Frame/ Power Plant Workshop
Aviation Ground School
Ballroom Dance, Advanced
Ballroom Dance, Beginning
Ballroom Dancing, Latin, Intermediate
Basket Weaving
Basketball, Boys, Lincoln, Gr 3-6
Basketball, Boys, Meredith, Gr 6
Basketball, Boys, Roosevelt 4-8 Gr
Basketball, Girls, Lincoln, Gr 7
Basketball, Girls, Lincoln, Gr 8
Basketball, Girls, Meredith, Gr 5 & 6
Basketball, Girls, Meredith, Gr 7 & 8
Basketball, Girls, Roosevelt, Gr 3-8
Basketweaving, Adv.
Becoming IBM-PC Compatible Friendly
Becoming Macintosh Computer Friendly
Bicycle, 10 Speed Maintenance & Repair
Blended Families: The Challenge of the 90's
Breadbaking Seminar
Bridge, Contract, Beg.
Bridge, Contract, Supv. Play
Buying A Home: Training to Qualify for A Special Mortgage
Cake Decorating, Beg.
Cake Decorating, Cont.
Calligraphy, Beg. & Int.
Cartooning, Beg. (For Kids & Adults)
Cartooning, Hubbell, Gr 3-5
Ceramic Tile Installation
Chair Caning
Cheerlead/Tumble, Pleasant Hill
China Painting
Clowning, Basic
Coffees: Gourmet To Espresso
Color Analysis
Computer Graphics & CD-ROMs, Intro to
Computer Typing & Keyboarding, Beg.
Cooking With "Abroad" Appeal-German-Austrian
Cooking With "Abroad" Appeal: French
Cooking With "Abroad" Appeal: Greek
Cooking With "Abroad" Appeal: Italian
Counted Cross-stitch, Beg.
Country Connection, Beg. 2-Step
Country Line Dance II
Country Line Dance, Basic
Crocheting
DAN Oxygen Provider Course
Designing & Building Your Home
Dining Etiquette for All Occasions
Discovering Historic Iowa
Dog & Cat Behavior & Care
Dogs & Cats, What You Should Know
Drawing & Painting, Exploring
Drawing & Watercolor, Beg.
Drywall Clinic
English Smocking, Beg.
Excel 4.0 for Windows, Beg.
Exercise for Office & Computer Fatigue
Financial Planning: Investing with No Sales Pitch
Financial Strategies for Successful Retirement
First Aid
Fitness Plus/Personal Training
Flag Football, Brody
Flag Football, Callanan
Flag Football, Goodrell
Flag Football, Harding
Flag Football, Hiatt
Flag Football, Hoyt
Flag Football, McCombs
Flag Football, Meredith
Flag Football, Merrill
Flag Football, Weeks
Flower Arranging
Fly Tying Fundamentals
French For Travelers
French, Inter. Conv.
French, Jefferson, Gr 3-5
French, Jefferson, Gr K-2
Gavin Jerome's Comedy College
Genealogy: Climbing Your Family Tree
German, Beg.
German, Inter.

Getting To Know...Herb
Golf, Beg. & Int.
Golf, Individualized Instruction with Video Playback
Gourmet Italian Cooking
Home Maintenance, Basic
Home Modifications for the Elderly & Disabled
Home Wiring
How to Start a New Business
Image Workshop for Women
Infant & Child CPR
Infant Swim (6 Months - 7 Years)
Interior Design
Internet Basics: Exploring Cyberspace
Internet, An Overview
Internet, Beyond the Basics I: Entering Cyberspace
Internet, Beyond the Basics II: Using Cyberspace
Intro to Microsoft Office for the IBM-PC
Intro to Picture Framing & Matting
Intro to the IBM-PC
Intro to Windows 3.1 on the IBM-PC
Intro to Windows 95
Introduction to Macintosh
Introduction to Plumbing
Iowa Writers Network
Italian, Beg.
Italian, Beg. Cont.
Italian, Int. Conv.
Japanese, Beg. Conv.
Jazzercise
Kids Power Tae Kwon Do, Beg.
Line Dancing, Basic
Line Dancing, Beginning
Log Cabin Quilting
Lookin' at Cookin', Pleasant Hill
Lotus 1-2-3 v5.0 for Windows
Low Pressure Boilers
Magic School Bus, Pt 1, Jefferson, Gr K-3
Magic School Bus, Pt 2, Pleasant Hill
Magic Tricks, Pleasant Hill
Make-up Techniques
Medical Terminology
Memory Force
Microsoft Works for the IBM-PC
MS Word 6.0 for Windows, Beg.
Mutual Funds, Getting The Most From
Networking for IBM-PC's & Compatibles, Beg.
Open Water SCUBA Diving
Photography, 35mm
Photography, Beg. 35mm Techniques
Photos: Design & Layout from Shoebox To Showcase
Pottery
Program Your VCR
Quicken 4 for Financial Management
Quilting Workshop
Relaxation-Stress & Pain Relief
Remote Viewing, An Introduction
Rock & Roll/Disco Dancing
Rosemaling, Norwegian
Round Dance
Russian For Business and Travel
Safe Snorkeling
Science Magic, Hubbell, Gr 3-5
SCUBA Diving, Adv.
SCUBA Diving, Introduction
SCUBA Instructor Preparation, Phase I
SCUBA Instructor Preparation, Phase II
SCUBA: Advanced
SCUBA: Skills Update
Senior Fitness-Coed
Sewing Workshop
Sewing, Beg.
Sign Language, Beg.
Sign Language, Beg. Cont.
Sign Language, Hubbell, Gr K-3
Skin Diving
SLAM: SCUBA Lifesaving & Accident Management
Song Writing, Beg.
Spanish, Beg. Cont. I
Spanish, Adv. Conv.
Spanish, Beg.
Spanish, Beg. Cont II
Spanish, Beg. Cont III
Spanish, Inter.
Spanish, Jefferson, Gr 3-5
Spanish, Jefferson, Gr K-2
Square Dancing, Beginning
Stained Glass Art
Steam Plant Operation
Stocks, Bonds & Basic Investing
Storytelling: The Ancient Art
Successfully Managing Career Change
Swim Aerobics
Swim, Competitive
Swim, Family
Swim, Girls, Brody, Gr 6-8
Swim, Girls, Callanan, Gr 6-8
Swim, Girls, Goodrell, Gr 6-8
Swim, Girls, Harding, Gr 6-8
Swim, Girls, Hiatt, Gr 6-8
Swim, Girls, Hoyt, Gr 6-8
Swim, Girls, McCombs, Gr 6-8
Swim, Girls, Meredith, Gr 6-8



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Swim, Girls, Merrill, Gr 6-8
Swim, Girls, Weeks, Gr 6-8
Swim, Lap, for Adults
Swim, Learn to, Child, Adv./Beg.
Swim, Learn to, Child, Inter.
Swim, Learn to, Adult
Swim, Learn to, Child (Semi-Private)
Swim, Learn to, Child, Beg.
Tae Kwon Do (Self Defense), Adv.
Tae Kwon Do (Self Defense), Beg.
Tae Kwon Do, Jefferson, Gr 3-5
Tae Kwon Do, Jefferson, Gr K-2
Tae Kwon Do, Kids Power Advanced
Tai Chi, Beg. Level 1
Take Pictures Like A Professional
Take the Terror Out of Talking
Tap Dance for Exercise, Beginning
Tap Dance for Exercise, Intermediate
Tatting
Tole & Decorative Painting
Traditional Irish Tin Whistle & Flute, Beginning
Traditional Irish Tin Whistle & Flute, Intermediate
TV Personality, How To Become A
Upholstery
Volleyball, Coed
Volleyball, Coed Competitive League
Volleyball, Competitive League
Volleyball, Middle School League
Volleyball, Women's Power League
Walk Off the Pounds
Wallpapering Made Easy
Welding Workshop for Acetylene, Arc and MIG-TIG
Welding, Arc
Window Coverings Made Easy
Woodcarving
Woodcarving, Beg. & Adv.
Woodcraft, Adv.
Woodworking, Beg.
Word Processing with Word Perfect
Writer's Workshop: Poetry & Prose
Yoga
Yoga, Beg.

# APPENDIX C

## Five Year Enrollment Trend

| Program | 91-92 | 92-93 | 93-94 | 94-95 | 95-96 |
|---|---|---|---|---|---|
| Programs & Classes | 21,603 | 18,348 | 18,309 | 19,436 | 17,676 |
| Facility Use | 132,034 | 140,423 | 154,248 | 148,715 | 151,839 |
| **TOTAL** | 153,637 | 158,771 | 172,557 | 168,151 | 169,515 |

**ENROLLMENT TRENDS BY PROGRAM AREA**

| Program | 91-92 | 92-93 | 93-94 | 94-95 | 95-96 |
|---|---|---|---|---|---|
| Art | 555 | 438 | 438 | 354 | 504 |
| Business/Office | 363 | 331 | 290 | 225 | 146 |
| Computer | 720 | 648 | 547 | 853 | 1,017 |
| Dancing | 1,592 | 2,046 | 1,968 | 2,096 | 1,043 |
| Do-It Yourself | 368 | 336 | 424 | 306 | 360 |
| Family/Personal Development | 245 | 214 | 290 | 269 | 224 |
| Finance/Investment | 144 | 85 | 39 | 85 | 317 |
| Food/Nutrition | 400 | 297 | 232 | 226 | 180 |
| Foreign Language | 502 | 466 | 408 | 515 | 476 |
| Health | 1,513 | 1,135 | 1,124 | 1,029 | 777 |
| Music | 116 | 298 | 458 | 113 | 82 |
| Sewing/Needlework | 223 | 228 | 174 | 161 | 109 |
| Special Interest | 369 | 405 | 508 | 521 | 466 |
| **TOTAL** | 7,110 | 6,927 | 6,900 | 6,753 | 5,701 |

**ENROLLMENT TRENDS – SPORTS & RECREATION**

| Program | 91-92 | 92-93 | 93-94 | 94-95 | 95-96 |
|---|---|---|---|---|---|
| Swimming (other) | 1,389 | 926 | 1,056 | 880 | 673 |
| Swimming (Competitive) | 1,109 | 1,157 | 1,050 | 1,108 | 893 |
| Swim (Sat. Morning) | 650 | 464 | 397 | 359 | 476 |
| Total Swimming | 3,148 | 2,547 | 2,503 | 2,347 | 2,042 |
| | | | | | |
| Sports & Games | 770 | 628 | 503 | 565 | 749 |
| Basketball (Youth) | 1,385 | 964 | 907 | 1,983 | 2,306 |
| Volleyball (Programs) | 2,252 | 2,370 | 1,621 | 2,261 | 1,912 |
| Volleyball(Tournaments) | 1,023 | 935 | 2,069 | 2,240 | 2,265 |
| Basketball(Tournaments) | 403 | 773 | 819 | 823 | 403 |
| Total Sports & Games | 5,833 | 5,670 | 5,919 | 7,872 | 7,635 |
| | | | | | |
| TOTAL | 8,981 | 8,217 | 8,422 | 10,219 | 9,677 |
| Summer School | 1,094 | 867 | 889 | 1,063 | 1,007 |
| Elementary Enrichment | 2,331 | 1,112 | 1,172 | 912 | 1,069 |
| Total-Summer | 3,425 | 1,979 | 2,061 | 1,975 | 2,076 |
| | | | | | |
| Other Programs | 2087 | 1225 | 926 | 489 | 222 |
| Program Total | 21,603 | 18,348 | 18,309 | 19,436 | 17,676 |

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# APPENDIX D

## Attendance Year Enrollment Table for 1994-95

| | EAST | SOUTH | CENTRAL CAMPUS | WEST | NORTH | TOTAL |
|---|---|---|---|---|---|---|
| Art | 66 | 54 | na | 145 | 89 | 354 |
| Business/Office Skills | 57 | na | na | 51 | 117 | 225 |
| Computers | 25 | 24 | 400 | 194 | 210 | 853 |
| Dancing | 862 | 343 | na | 701 | 190 | 2,096 |
| Do It Yourself | 31 | 21 | 114 | 25 | 115 | 306 |
| Family/Personal Development | 45 | 47 | na | 137 | 40 | 269 |
| Finance & Investments | 18 | na | na | 8 | 59 | 85 |
| Foods/Nutrition | 95 | 41 | na | 80 | 10 | 226 |
| Foreign Languages | 28 | 82 | 88 | 242 | 75 | 515 |
| Health | 352 | 149 | na | 463 | 65 | 1,029 |
| Music | na | na | na | 19 | 94 | 113 |
| Needlecraft/Sewing | 27 | 42 | na | 92 | na | 161 |
| Special Interests | 146 | 59 | na | 232 | 84 | 521 |
| Sports/Games | 26 | 100 | 30 | 198 | 211 | 565 |
| Swimming - Other | 92 | 493 | 20 | 83 | 192 | 880 |
| Swim, Competitive | 209 | 150 | na | 180 | 569 | 1,108 |
| Swim, Sat. Morn | 33 | 111 | na | 33 | 182 | 359 |
| Trade & Industry | na | 5 | 50 | na | na | 55 |
| Journeymen/Apprenticeship | na | na | 141 | na | 15 | 156 |
| Enrichment Classes, Elem/Sec | 426 | na | na | 486 | na | 912 |
| Adult Driver Education | na | na | 17 | na | na | 17 |
| Youth Basketball | 131 | 754 | na | 253 | 845 | 1,983 |
| Volleyball Programs | 294 | na | 509 | 13 | 1,445 | 2,261 |
| Volleyball Tournaments | na | 491 | na | 164 | 1,585 | 2,240 |
| Sport Tournaments | na | 197 | na | 370 | 256 | 823 |
| CEU's: Real Estate | na | na | na | na | 70 | 70 |
| Insurance (Prop. & Cas) | na | na | 53 | na | na | 53 |
| Insurance (Life,Health,Acc) | na | na | 138 | na | na | 138 |
| Summer School | 266 | 214 | na | 476 | 107 | 1,063 |
| **TOTAL PROGRAMS & CLASSES** | 3,229 | 3,377 | 1,560 | 4,645 | 6,625 | 19,436 |
| **FACILITY USAGE** | | | | | | |
| Geographical Usage | 29,249 | 30,902 | 10,865 | 40,266 | 17,470 | 128,752 |
| Cowles Community Education Center | na | na | na | 4,845 | na | 4,845 |
| Kurtz Comm Ed. Center | na | 3,313 | na | 1,650 | na | 4,963 |
| Travel Adventure Series | na | na | na | na | 10,155 | 10,155 |
| **TOTAL FACILITY USAGE** | 29,249 | 34,215 | 10,865 | 46,761 | 27,625 | 148,715 |
| **GRAND TOTAL OF PROGRAMS, CLASSES & Facility Usage** | 32,478 | 37,592 | 12,425 | 51,406 | 34,250 | 168,151 |

## Attendance Year Enrollment Table for 1995-96

| | EAST | SOUTH | CENTRAL CAMPUS | WEST | NORTH | TOTAL |
|---|---|---|---|---|---|---|
| Art | 117 | 101 | na | 146 | 140 | 504 |
| Business/Office Skills | 37 | na | na | 39 | 70 | 146 |
| Computers | 60 | 14 | 557 | 159 | 227 | 1,017 |
| Dancing | 260 | 160 | 112 | 432 | 79 | 1,043 |
| Do It Yourself | 21 | 20 | 71 | 13 | 235 | 360 |
| Family/Personal Development | 36 | 42 | 5 | 124 | 17 | 224 |
| Finance & Investments | 155 | 4 | na | 3 | 155 | 317 |
| Foods/Nutrition | 29 | 20 | na | 111 | 20 | 180 |
| Foreign Languages | 25 | na | 90 | 289 | 72 | 476 |
| Health | 120 | 62 | na | 474 | 121 | 777 |
| Music | na | na | na | 10 | 72 | 82 |
| Needlecraft/Sewing | 41 | 9 | na | 59 | na | 109 |
| Special Interests | 64 | 209 | na | 144 | 49 | 466 |
| Sports/Games | 30 | 114 | 25 | 233 | 347 | 749 |
| Swimming - Other | 71 | 408 | 25 | 74 | 95 | 673 |
| Swim, Competitive | 96 | 171 | na | 136 | 490 | 893 |
| Swim, Sat. Morn | 36 | 127 | na | 87 | 226 | 476 |
| Trade & Industry | na | 5 | 68 | 18 | na | 91 |
| Journeymen/Apprenticeship | na | na | na | na | 15 | 15 |
| Enrichment Classes, Elem/Sec | 409 | 230 | na | 430 | na | 1,069 |
| Adult Driver Education | na | na | 7 | na | na | 7 |
| Youth Basketball | 164 | 744 | na | 282 | 1,116 | 2,306 |
| Volleyball Programs | 247 | na | 250 | na | 1,415 | 1,912 |
| Volleyball Tournaments | na | 497 | na | 163 | 1,605 | 2,265 |
| Sport Tournaments | na | 179 | na | 224 | na | 403 |
| CEU's: Real Estate | na | na | na | na | 69 | 69 |
| Insurance (Prop. & Cas) | na | na | na | na | na | na |
| Insurance (Life,Health,Acc) | na | na | 40 | na | na | 40 |
| Summer School | 229 | 225 | na | 465 | 88 | 1,007 |
| **TOTAL PROGRAMS & CLASSES** | 2,247 | 3,341 | 1,250 | 4,115 | 6,723 | 17,676 |
| **FACILITY USAGE** | | | | | | |
| Geographical Usage | 33,225 | 29,106 | 13,153 | 38,715 | 17,917 | 132,116 |
| Cowles Community Education Center | na | na | na | 9,300 | na | 9,300 |
| Kurtz Comm Ed. Center | na | 3,613 | na | na | na | 3,613 |
| Travel Adventure Series | na | na | na | na | 6,810 | 6,810 |
| **TOTAL FACILITY USAGE** | 33,225 | 32,719 | 13,153 | 48,015 | 24,727 | 151,839 |
| **GRAND TOTAL OF PROGRAMS/CLASSES & Facility Usage** | 35,472 | 36,060 | 14,403 | 52,130 | 31,450 | 169,515 |

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# APPENDIX E

**Survey Results**

**SECTION 1 DEMOGRAPHIC INFORMATION**

| QUESTION | | TOTAL | PCT |
|---|---|---|---|
| 1. | Age | | |
| | 0-17 | 25 | 1.67% |
| | 18-24 | 50 | 3.33% |
| | 25-35 | 235 | 15.67% |
| | 36-45 | 352 | 23.47% |
| | 46-55 | 362 | 24.13% |
| | 55+ | 414 | 27.60% |
| | Not Responding | 62 | 4.13% |
| TOTALS | | 1500 | 100.00% |
| 2. | Income | | |
| | 0-10,000 | 53 | 3.53% |
| | 10-20,000 | 131 | 8.73% |
| | 20-30,000 | 253 | 16.87% |
| | 30-40,000 | 242 | 16.13% |
| | 40-50,000 | 148 | 9.87% |
| | 50,000+ | 289 | 19.27% |
| | Not Responding | 384 | 25.60% |
| TOTALS | | 1500 | 100.00% |
| 3. | Education | | |
| | K-9 | 19 | 1.27% |
| | Some High School | 10 | 0.67% |
| | High School Grad | 239 | 15.93% |
| | Some College/Tech | 438 | 29.20% |
| | College Grad | 667 | 44.47% |
| | Not Responding | 127 | 8.47% |
| TOTALS | | 1500 | 100.00% |

| | | | |
|---|---|---|---|
| 4. | How did you learn about the class? | | |
| | Catalog in newspaper | 521 | 34.73% |
| | Catalog in mail | 173 | 11.53% |
| | Saw newspaper ad | 217 | 14.47% |
| | Word of mouth | 347 | 23.13% |
| | Other | 151 | 10.07% |
| | Not Responding | 91 | 6.07% |
| TOTALS | | 1500 | 100.00% |

| | | | |
|---|---|---|---|
| 5. | Is this your first Adult Ed Class? | | |
| | Yes | 489 | 32.60% |
| | No | 814 | 54.27% |
| | Not Responding | 197 | 13.13% |
| TOTALS | | 1500 | 100.00% |

**SECTION 2 CLASS CONTENT**

| | | | |
|---|---|---|---|
| 6. | Were your learning needs met? | | |
| | Strongly Agree | 1104 | 73.60% |
| | Agree | 311 | 20.73% |
| | Neutral | 66 | 4.40% |
| | Disagree | 7 | 0.47% |
| | Strongly Disagree | 5 | 0.33% |
| | Not Responding | 7 | 0.47% |
| TOTALS | | 1500 | 100.00% |
| **Weighted Rating** | | **4.65** | |

| | | | |
|---|---|---|---|
| 7. | Did the course meet your expectations? | | |
| | Strongly Agree | 1132 | 75.47% |
| | Agree | 260 | 17.33% |
| | Neutral | 75 | 5.00% |
| | Disagree | 17 | 1.13% |
| | Strongly Disagree | 9 | 0.60% |
| | Not Responding | 7 | 0.47% |
| TOTALS | | 1500 | 100.00% |
| **Weighted Rating** | | **4.65** | |

8. Would you recommend this class to a friend?

| | | |
|---|---|---|
| Strongly Agree | 1248 | 83.20% |
| Agree | 174 | 11.60% |
| Neutral | 56 | 3.73% |
| Disagree | 8 | 0.53% |
| Strongly Disagree | 9 | 0.60% |
| Not Responding | 5 | 0.33% |
| TOTALS | 1500 | 100.00% |
| **Weighted Rating** | **4.75** | |

**SECTION 3 INSTRUCTOR SKILLS**

9. Did the instructor...

A. ...have a good mastery of subject matter?

| | | |
|---|---|---|
| Strongly Agree | 1370 | 91.33% |
| Agree | 101 | 6.73% |
| Neutral | 21 | 1.40% |
| Disagree | 0 | 0.00% |
| Strongly Disagree | 5 | 0.33% |
| Not Responding | 3 | 0.20% |
| TOTALS | 1500 | 100.00% |
| **Weighted Rating** | **4.88** | |

B. ...Treat students equally with respect and dignity?

| | | |
|---|---|---|
| Strongly Agree | 1389 | 92.60% |
| Agree | 82 | 5.47% |
| Neutral | 21 | 1.40% |
| Disagree | 0 | 0.00% |
| Strongly Disagree | 5 | 0.33% |
| Not Responding | 3 | 0.20% |
| TOTALS | 1500 | 100.00% |
| **Weighted Rating** | **4.89** | |

C. ...make goals and objectives clear at the beginning?

| | | |
|---|---|---|
| Strongly Agree | 1254 | 83.60% |
| Agree | 167 | 11.13% |
| Neutral | 60 | 4.00% |
| Disagree | 6 | 0.40% |
| Strongly Disagree | 5 | 0.33% |
| Not Responding | 8 | 0.53% |
| TOTALS | 1500 | 100.00% |
| **Weighted Rating** | **4.76** | |

D. ...come to class prepared and organized?

| | | |
|---|---|---|
| Strongly Agree | 1314 | 87.60% |
| Agree | 145 | 9.67% |
| Neutral | 28 | 1.87% |
| Disagree | 3 | 0.20% |
| Strongly Disagree | 5 | 0.33% |
| Not Responding | 5 | 0.33% |
| TOTALS | 1500 | 100.00% |
| **Weighted Rating** | **4.83** | |

E. ...show an interest in the progress of all students?

| | | |
|---|---|---|
| Strongly Agree | 1354 | 90.27% |
| Agree | 98 | 6.53% |
| Neutral | 32 | 2.13% |
| Disagree | 2 | 0.13% |
| Strongly Disagree | 5 | 0.33% |
| Not Responding | 9 | 0.60% |
| TOTALS | 1500 | 100.00% |
| **Weighted Rating** | **4.84** | |

## Des Moines Public Schools Department of Community/Adult & Continuing Education
## Participant Evaluation

Course Title _____ Date_____

Instructor _____ Location _____

Thank you for being a part of Des Moines Community/Adult & Continuing Education. In order that we may better meet your needs in the future, please take a few minutes to complete this evaluation form.

Demographic information. (Please circle your answers.)

| | | | | | | |
|---|---|---|---|---|---|---|
| Age | 0-17 | 18-24 | 25-35 | 36-45 | 46-55 | 55+ |
| Income | 0-10,000 | 10-20,000 | 20-30,000 | 30-40,000 | 40-50,000 | 50,000+ |
| Grades Completed | K-9 | Some HS | HS Grad | Some College or Tech | College Grad | |

How did you learn about this class? (Circle all that apply.)

Received catalog in newspaper  Received catalog in mail  Saw Newspaper Ad
Word of Mouth  Other

This is my first time attending a Des Moines Adult Ed Class:  YES  NO

CLASS CONTENT

Please circle the number which most closely corresponds to your perception.
5 = Strongly Agree; 4 = Agree; 3 = Neutral; 2 = Disagree; 1 = Strongly Disagree

| | | | | | | |
|---|---|---|---|---|---|---|
| 1. | Were your learning needs met? | 5 | 4 | 3 | 2 | 1 |
| 2. | Did the course meet your expectations | 5 | 4 | 3 | 2 | 1 |
| 3. | Would you recommend this course to a friend? | 5 | 4 | 3 | 2 | 1 |

Comments:

INSTRUCTOR SKILLS

Did the instructor...

| | | | | | | |
|---|---|---|---|---|---|---|
| 4. | ...have a good mastery of the subject matter? | 5 | 4 | 3 | 2 | 1 |
| 5. | ...treat each student as an equal, with respect and dignity? | 5 | 4 | 3 | 2 | 1 |
| 6. | ...make goals and objectives clear at the beginning? | 5 | 4 | 3 | 2 | 1 |
| 7. | ...come to class prepared and organized? | 5 | 4 | 3 | 2 | 1 |
| 8. | ...show an interest in the progress of all students? | 5 | 4 | 3 | 2 | 1 |

Comments:

SUGGESTIONS FOR FUTURE CLASSES

9. What did you like about this class?

10. Are there any suggestions you would like to offer for this class?

11. Are there any suggestions you would like to offer for another class?

Please use the back of this form for any additional comments.

# APPENDIX F

The following educational and recreational providers utilized school facilities during the 1995-96 school year in one geographic area. This is the list of the groups and locations that used the West Geographic Schools of the Des Moines School District. The other three geographical areas have a similar community usage.

**Cowles Community Education Center**

- Basketball
- Des Moines Parks League
- Equitable of U.S.-Basketball
- Eric Heintz Tae Kwon Do
- Greater Des Moines Soccer League-Soccer West
- HyVee Volleyball
- Mary Joyce and Lind Dance
- Men's Basketball
- Meredith League Basketball
- American Republic Basketball
- Metro League Basketball
- Microware Basketball
- St. Theresa's
- Greek Reformed Presbyterian Church

**Roosevelt High School**

- Parent University
- Old Sharks
- Des Moines Aqua Maids
- Jazz in July
- Greater Des Moines Soccer League-Soccer West
- Greater Des Moines Youth Symphony
- Ingram Entertainment Basketball
- Little All-American Football
- Old Men's Basketball
- Soccer Referee Association
- Community Legislative Forum
- Soccer West
- Square Dance Club
- Swim Federation
- Tae Kwon Do Tournament
- Upper Iowa University
- Middle School Volleyball League
- ABC Builders
- Rugby
- Softball Pitching Clinic
- The Dance Place
- AAU Basketball
- Waveland Neighborhood Cleanup Day
- United Nations Tour Group
- Vision 2005
- Cystic Fibrosis Foundation

**Roosevelt High School (continued)**

- Johnston Dance
- Bosnian Immigrant Community Forum
- U.S. Volleyball Association
- Very Special Arts Iowa
- YMCA Girls Basketball
- The Links-Walk for Health
- Dance Masters of America

**Callanan Middle School**

- Boy Scouts of America
- Beecham Lab Basketball
- Men's Basketball
- Greater Des Moines Soccer League-Soccer West
- Iowa High School Solo Ensemble
- Men's Basketball
- Metro League Basketball
- A G Edwards Basketball
- Midwest Acoustical Basketball
- City Neighborhood Development
- Peddicord Basketball
- Ryko Basketball
- U.S. Volleyball

**Merrill Middle School**

- Boy Scouts of America
- Boy Scouts Round Table
- R D G Basketball
- City View Basketball
- Des Moines Christian Basketball
- Legislators Basketball
- National Assn. of Power Engineers
- Northwest Mortgage Basketball
- U.S. Volleyball
- Square Dance Club
- Principal Financial Basketball
- Vineyard Christian Fellowship
- Successful Money Management
- Raccoon Valley Little League
- City Neighborhood Development
- Science Center of Iowa
- Beauty Pageant
- CHADD

**Greenwood Elementary School**

American Republic Basketball
Boy Scouts of America
Campfire
Central YMCA
Cross-Gardner Basketball
Cub Scouts
Girl Scouts
Girl's Soccer Group
Heritage Cablevision Basketball
Metro League
Northwest Soccer Club
Odyssey of the Mind

**Hanawalt Elementary School**

American Family Basketball
Boy Scouts of America
Brownies
Campfire
Central YMCA
Cub Scouts
IMT
Principal Financial Basketball

**Hillis Elementary School**

Boy Scouts of America
Breese Family Tae Kwon Do
Brownies
Campfire
Central YMCA
Cub Scouts
Girl Scouts
Greater Des Moines Soccer League-Soccer West
Iowa State Extension 4-H
Write Now Iowa Basketball
City Recreation Basketball
Gift/Talented Parent Night
Walnut Creek YMCA
Youth Basketball Meredith League

**Hubbell Elementary School**

Boy Scouts of America
Brownies
Campfire
Cub Scouts
Federated Insurance Volleyball
Girl Scouts
Iowa State Extension 4-H
Metro League Basketball
Monfort Basketball

**Hubbell Elementary School (continued)**

City Recreation Basketball

**King Elementary School**

Boy Scouts of America
Central YMCA
Des Moines General Basketball
Iowa State Extension 4-H
Men's Basketball
Plumbers and Steamfitters
Spikes A Team
City Neighborhood Development

**Monroe Elementary School**

Beaverdale Girls Little League
Boy Scouts of America
Cornerstone Church
Cub Scouts
Interstate Assurance Volleyball
Iowa State Extension 4-H
Men's Basketball (4)
Meredith League
National Traveler's Life Basketball
Northwest Soccer Club
Walnut Creek YMCA
"Heartland Club"

**Perkins Elementary School**

Brownies
Campfire
Clive Youth Basketball
Coed Volleyball
Cub Scouts
Des Moines Register
Gifted/Talented Parent-Child Workshop
Hewlitt-Packard Basketball
Holy Trinity School Basketball
Iowa State Extension 4-H
Men's Basketball
Meredith League Basketball
Musical Aerobics
Soccer West
Men's Basketball

**Rice Elementary School**

Baylon Club Volleyball
Beaverdale Neighborhood Assn.
State Public Policy Group
Boy Scouts of America
Campfire
Cub Scouts

**Rice Elementary School (continued)**

Holy Trinity School Basketball
Iowa State Extension 4-H
Meredith League Basketball
Metro League Basketball
National By-products Basketball
Neighborhood Volleyball Ashby Ave.
Catholic Football League

**Windsor Elementary School**

Boys Scouts of America
Brownies
Campfire
City Recreation Basketball
Girl Scouts
Iowa Lutheran Hospital Basketball
Men's Basketball
Shearson-Lehman Bros. Basketball
Soccer West
St. Theresa's Youth League
State Employees' Basketball
AAU Boys Basketball
Health Services Seminar

**Hoover High School Facility Usage for Fall 1996.**

| RM | MON | TUE | WED | THU | FRI | SAT/SUN |
|---|---|---|---|---|---|---|
| 101 | | | Genealogy<br>09/25 - 11/13<br>7 - 9 pm | | | ACT<br>11/09<br>10:30 am - Noon |
| 103 | | | Spanish, Begin Continuing III<br>09/25 - 11/13<br>7 - 9 pm | | | |
| 104 | Coffees: Gourmet to Espresso<br>09/23-09/30<br>6:30 - 8:30 pm | | Tole & Decorative Paint<br>09/25 - 11/13<br>7 - 9 pm | Wallpapering Made Easy<br>09/26<br>6:30 - 9:30 pm<br><br>Window Coverings Made Easy<br>10/03<br>6:30 - 9:30 pm | | |
| 105 | | Iowa Writer's Network<br>09/24 - 10/22<br>7 - 9 pm | German, Intermediate<br>09/25 - 11/13<br>7 - 9 pm | Spanish Intermediate<br>09/26 - 11/14<br>7 - 9 pm | University of Northern Iowa<br>09/13, 10/11, 11/8, 12/6<br>5- 9 pm | University of Northern Iowa<br>09/14, 10/12, 11/9, 12/7<br>8 am - 4:30 pm |
| 107 | | | | | | |
| 109 | | Financial Plan<br>09/24 - 10/08<br>7-9 pm | | | | |
| 111 | | | | Take Terror out of Talking<br>09/26 - 11/14<br>7 - 9 pm | | |
| 113 | | | | | | |
| 115 | Song Writing<br>09/23-10/14<br>7-9 pm | Comedy College<br>09/24 - 10/15<br>7 - 9 pm | | | | |

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|---|---|---|---|---|---|---|
| 117 | | | | Stocks & Bonds Basic Investing 09/26 - 10/03 7 - 9 pm | | |
| 118 | Computer Graphics 09/23-09/30 6:30-9:30 pm | | Internet Overview 09/25 - 10/09 6:30 - 9:30 pm | Become Macintosh Friendly 10/07 - 10/28 6:30 - 9:30 pm | | |
| 119 | | | | | | |
| 123 | Interior Design 09/23-10/14 7-9 pm | | | | | |
| 124 | | | | | | |
| 125 | | | | | | |
| 138 | | | | | | |
| 145 | Flower Arrange 09/23-10/28 7 9 pm | | Stained Glass Art 09/25 - 11/13 6:30 - 9:30 pm | | | |
| 146 | Clowning, Basic 09/23-11/11 7-9 pm | | | | | |
| 170 | | | | | | |
| 171 | | | Tai Chi, Begin Level I 09/25 - 11/13 6:30 - 8:00 pm | | | |
| 178 | | | | | | |
| 201 | Dogs & Cats 09/23 7-9 pm | | | | | |
| 204 | Take Pictures Like A Pro 09/23 - 10/07 7-9 pm | | Remote Viewing 09/25 - 10/30 7 - 9 pm | | | |
| 205 | | | | | | |
| 207 | | | | | | |

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|---|---|---|---|---|---|---|
| 219 | Spanish I<br>08/28 - 12/16<br>6 - 8 pm | | Spanish I<br>08/28 - 12/16<br>6 - 8 pm | | | |
| Aud | | | | | Union Park Baptist Church<br>11/08<br>7 -10 pm | Iowa Shares<br>10/12<br>7 - 11 pm<br><br>Comedy College<br>10/17<br>6 - 9 pm<br><br>Union Park Baptist Church<br>11/09<br>8 am- 5 pm |
| Band Room | | | | | | |
| Cafe | | | | | | Union Park Baptist Church<br>11/09<br>8 am- 5 pm |
| Hall | | | | | | |
| Lib | Golf, Individual Instruction<br>09/23 - 10/28<br>6:30 - 8:00 pm | | | New Business<br>09/19-10/10<br>7-9 pm 4 Wks | | |
| Lib Bal | | | | | | |
| Shop | | | Picture Frame & Matting<br>09/24 - 10/02<br>7 - 9 pm | Ceramic Tile Installation<br>09/26 - 10/03<br>6:30 - 9:30 pm | | |
| Stdnt Center | | | | | | |
| Teach Dine Room | | | | | | |
| Wrest Room | | | Yoga, Begin<br>09/25 - 11/13<br>6:30 - 8:00 pm | | | |

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|---|---|---|---|---|---|---|
| Pool | Swim, Lap for Adults<br>09/23 - 12/30<br>7 - 7:45 am<br><br>Swim, Competitive<br>10/14 - 12/02<br>6:00 - 8:30 pm | Swim, Lap for Adults<br>09/23 - 12/30<br>7 - 7:45 am<br><br>Swim, Competitive<br>10/14 - 12/02<br>6:00 - 8:30 pm | Swim, Lap for Adults<br>09/23 - 12/30<br>7 - 7:45 am<br><br>Infant Swim<br>09/25 - 11/13<br>6:30 - 7:30 pm<br><br>Aquatic Exercise<br>09/25 - 11/13<br>7:30 - 8:30 pm | Swim, Lap for Adults<br>09/23 - 12/30<br>7 - 7:45 am<br><br>Swim, Competitive<br>10/14 - 12/02<br>6:00 - 8:30 pm | Swim, Lap for Adults<br>09/23 - 12/30<br>7 - 7:45 am<br><br>Union Park Baptist Church<br>11/08<br>8:30 - 10 pm | Swim, Lap for Adults<br>09/23 - 12/30<br>7 - 7:45 am<br><br>Semi Private Swim<br>09/21-11/09<br>9 - Noon 8 Wks |
| Gym-Small | | | Volleyball, Competitive League<br>09/25/96-04/09/97<br>6:00 - 10:00 pm | | | Union Park Baptist Church<br>11/09<br>8 am- 5 pm |
| Gym-Large | | | Volleyball, Competitive League<br>09/25/96-04/09/97<br>6:00 - 10:00 pm | | | Union Park Baptist Church<br>11/09<br>8 am- 5 pm |

## Meredith Middle School Facility Usage for Fall 1996

| RM | MON | TUE | WED | THU | FRI | SAT/SUN |
|---|---|---|---|---|---|---|
| West Hall | Tae Kwon Do<br>09/16/96 -<br>05/26/97<br>6:30 - 7:30 p.m. | | Tae Kwon Do<br>09/16/96 -<br>05/26/97<br>6:30 - 7:30 p.m. | | | |
| Gym | Volleyball, Girls<br>Gr 7 & 8<br>10/14 - 10/21<br>5:00 - 8:00 p.m.<br><br>Basketball, Girls<br>Gr 5 & 6<br>11/11/96 -<br>12/16/96<br>5:30 - 9:30 p.m.<br><br>Basketball, Girls<br>Gr 3 & 4<br>01/06/97 -<br>02/17/97<br>5:30 - 9:30 p.m. | Basketball,<br>Boys<br>Elementary<br>12/10/95 -<br>03/11/8?<br>5:30 - 9:30 p.m. | Volleyball,<br>Coed<br>09/26/96 -<br>05/21/97<br>7:00 - 9:00 p.m. | Basketball,<br>Boys<br>Gr 6<br>11/07/96 -<br>12/19/96<br>5:30 - 8:30 p.m.<br><br>Basketball,<br>Boys<br>Gr 7 & 8<br>01/02/97 -<br>03/08/97<br>5:30 - 8:30 p.m. | Basketball,<br>NW<br>10/11/96 -<br>02/14/97<br>6:00 - 7:30 p.m. | |
| Music Area | | | | | | Piano<br>Festival<br>02/15/97 -<br>02/22/97<br>7:00 a.m. -<br>6:00 p.m. |
| Multi Purp Room East | | ACT<br>Nov 12<br>7:00 p.m. -<br>11:55 p.m.<br><br>ACT<br>May 6 & 13, 97<br>7:00 p.m. -<br>11:55 p.m. | Ballroom<br>Dance<br>09/25 - 10/30<br>6:45 - 7:45 p.m. | ACT<br>Nov 7 & 14<br>7:00 p.m. -<br>11:55 p.m.<br><br>ACT<br>05/08/97<br>7:00 p.m. -<br>11:55 p.m.<br><br>Cub Scouts<br>02/20/97<br>6:00 - 9:00 p.m. | | |
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# APPENDIX G

## List of Parent Project Facilitators

| | | | |
|---|---|---|---|
| Allchin | Cindy | West Middle School | Muscatine, IA |
| Anderson | Natalie | Success Program-Lucas School | Des Moines, IA |
| Bickford | Beth | | Des Moines, IA |
| Bral | Conna | Belle Plaine Schools | Belle Plaine, IA |
| Brekke | Mary Ann | Young Women's Resource Center | Des Moines, IA |
| Brinser | Don | West Middle School | Muscatine, IA |
| Brown | H Christine | | Des Moines, IA |
| Burch | Chris | National Council on Alcoholism | Des Moines, IA |
| Byrd | Barbara | Danville Community Schools | Danville, IA |
| Carroll | Linda | Centerville Community Schools | Bloomfield, IA |
| Connett | Margaret Jensen | Success Program-McKinley School | Des Moines IA |
| Douglass | Bonnie | Smouse School | Des Moines, IA |
| Eickholt | Tammy | Family Violence Center | Des Moines, IA |
| Fleischacker | Mary Anne | Columbus High School Parent Pgm | Columbus, NE |
| Fritzjunker | Cannady | Family Violence Center | Des Moines, IA |
| Gehringer | Mia | Central Place-SE Polk Schools | Runnells, IA |
| Graham | Jane | | Norwalk, IA |
| Hanlon | Barb | Broadlawns Medical Center | Des Moines, IA |
| Heineman | Robin | North High School | Des Moines, IA |
| Henriksen | Mike | Walnut Creek Campus-WDSM Schools | W Des Moines, IA |
| Hessel | Randy | Central Middle School | Muscatine, IA |
| Hooper | Susan | Jefferson County Extension Office-ISU | Fairfield, IA |
| Ihed | Dale | Youth Intervention Pgm-5th Judical District | Des Moines, IA |
| Jacobs | Travis | Success Program-McKinley School | Des Moines, IA |
| Jones | Warren | Success Program-North High School | Des Moines, IA |
| Kreiter | Jenny | Family Resource Ctr-Central Comm Schools | DeWitt, IA |
| Molgaard | Virginia | Center for Family Research | Ames, IA |
| Moore | Marchelle | Attendance Office-Appanoose County | Centerville, IA |
| Oesterrreich | Lesia · | Human Development & Family Studies Iowa State University Extension Office | Ames, IA |
| Phan | Mai | National Council on Alcoholism | Des Moines, IA |
| Rockwell | Joanne | Family Violence Center | Des Moines, IA |
| Sanburn | Jeri | Oasis-SE Polk Comm Schools | Runnells, IA |
| Schultz | Jeff | Youth Intervention Pgm-5th Judicial District | Des Moines IA |
| Sharar | Andy | Muscatine High School | Muscatine, IA |
| Smith | Cheryl | Des Moines Register Learning Center | Des Moines, IA |
| Solt | Dana | Central Midddle School | Muscatine, IA |



BEST COPY AVAILABLE

| | | | |
|---|---|---|---|
| Stanley | Jackie | PACE Academy | Des Moines, IA |
| Terrones | Terry | Family Connection | Centerville, IA |
| Vickroy | Cathy | Watrous Elementary School | Des Moines, IA |
| Wennerstrum | Mary | Des Moines PTA Council | Des Moines, IA |
| Williams | Mary | Success Program-Hiatt Middle School | Des Moines, IA |
| Yeske | Kristin | Kossuth County Extension | Algona, IA |
| Youngbauer | Terry | Central Middle School | Muscatine, IA |
| Zelaya | Melissa | National Council on Alcoholism | Des Moines, IA |